



SACHI A. HAMAI
Interim Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

May 05, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

34 May 5, 2015

PATRICK O'SAWA
ACTING EXECUTIVE OFFICER

**DEPARTMENT OF PUBLIC WORKS: FIRE DISTRICT
FIRE STATION 102 SEWER IMPROVEMENTS PROJECT
CITY OF CLAREMONT
CATEGORICAL EXEMPTION
APPROVE REVISED BUDGET AND
APPROPRIATION ADJUSTMENT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7208; CAPITAL PROJECT NO. 89045
(FIFTH DISTRICT)
(3 VOTES)**

SUBJECT

This is a joint recommendation with the Fire Chief to authorize the Department of Public Works to proceed with construction of the Fire Station 102 Sewer Improvements Project.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the revised scope of work for the Fire Station 102 Sewer Improvements Project is exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Approve the revised \$1,382,000 Project budget for the Fire Station 102 Sewer Improvements Project, Capital Project No. 89045.
3. Approve the appropriation adjustment to transfer \$116,000 from Capital Project No. 89057 to Capital Project No. 89045, to fully fund the Project.

BIDS: June 3, 2015 at 2:00 p.m.

4. Adopt plans and specifications for the Fire Station 102 Sewer Improvements Project, Capital Project No. 89045.
5. Instruct the Acting Executive Officer of the Board of Supervisors to advertise for bids to be received and opened on June 3, 2015, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
6. Approve and authorize the Director of Public Works, or her designee, to carry out the Project, manage, and deliver the construction of the Project on behalf of the Consolidated Fire Protection District; award and execute consultant agreements, amendments, and supplements related to this Project within the same authority and limits delegated to the Director of Public Works, or her designee, by the Board for County capital projects; to accept the Project; and to release retention upon acceptance.
7. Authorize the Director of Public Works, or her designee, to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule for a \$2,400 not-to-exceed fee funded by the existing project funds and to establish the effective date following the Board's approval.
8. Delegate authority to the Director of Public Works, or her designee, to make the determination that a bid is nonresponsive and to reject a bid on that basis, and to waive inconsequential and nonmaterial deficiencies in bid submittals.
9. Delegate to the Director of Public Works, or her designee, the authority to determine, in accordance with the applicable contract and bid specifications, whether the apparent Lowest Responsive and Responsible Bidder has prepared a satisfactory baseline construction schedule in a timely manner and satisfied all conditions for contract award, including the criteria adopted by the Board for the contract award. Upon determination that all such conditions have been satisfied, authorize the Director of Public Works, or her designee, to award and execute a construction contract, in the form previously approved by County Counsel, to the apparent Lowest Responsive and Responsible Bidder so long as the bid amount does not exceed \$658,000 and to establish the effective date of the contract upon receipt of acceptable performance and payment bonds and evidence of required contractor insurance.
10. Delegate authority to the Director of Public Works, or her designee, to execute any easements, permits, and utility connection agreements necessary for the completion of the Project, provided that the costs related to these easements, permits, and agreements do not cause the Project to exceed the approved Project budget.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the revised Fire Station 102 Sewer Improvements Project (Project) exempt from the California Environmental Quality Act (CEQA), revise the Project budget, adopt the plans and specifications, and authorize the Department of Public Works (Public Works) to solicit bids for construction and proceed with implementation and delivery of the Project. Fire Station 102 is located at 2040 North Sumner Avenue in the City of Claremont.

On May 21, 2013, the Board established Capital Project No. 89045 for the Fire Station 102 Septic System Upgrades, found the project to be categorically exempt from the CEQA, and authorized the Director of Public Works, or her designee, to proceed with design of the replacement project. Design

was carried out through a Public Works, Board-approved, as-needed architect/engineer agreement with Cannon Corporation (Cannon). As Cannon began to work on the design of the improvements, it became apparent that it would be more cost-effective from an operation and maintenance perspective, to abandon the existing septic system, and replace it with a new sewer lateral connection. Therefore, the scope of work was changed, and the project now consists of the installation of a new sewer lateral connection and a clarifier with rain diversion switch.

Design and jurisdictional approvals for the Project are now complete. Adopting plans and specifications, advertising for bids, and delegating to the Director of Public Works, or her designee, the authority to award, execute, and implement a consultant services agreement for the preparation of a baseline construction schedule, and the authority to award and execute a construction contract with the Lowest Responsive and Responsible Bidder will allow an accelerated delivery process for the Project. This will enable Public Works to quickly replace the failing septic system, at the fire station, and reduce the Fire District's operating expenses associated with the pumping of the septic system.

The proposed consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule that conforms to the County's schedule specifications is critical to successfully manage construction activities by both the contractor and the County. Bid documents provide that if the apparent Lowest Responsive and Responsible Bidder fails to complete an acceptable schedule, the Director of Public Works, or her designee, may return to the Board to recommend that the bidder be determined nonresponsive and recommend awarding the construction contract to the next apparent Lowest Responsive and Responsible Bidder, contingent on that bidder completing a baseline schedule that conforms to the County's specifications.

Green Building/Sustainable Design Program

The proposed Project will support the Board's Green Building/Sustainable Design Program by installing a clarifier and rain diversion switch, which will lead to cleaner storm water runoff.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Services Delivery (Goal 3), by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service. This Project will help achieve these goals by installing a new sewer lateral connection at the existing Fire Station 102. The new sewer line will allow the Fire District to abandon the existing failing system at the fire station, and the station to remain operational.

FISCAL IMPACT/FINANCING

On May 21, 2013, the Board approved a Project budget of \$1,266,000 for the Fire Station 102 Sewer Improvements Project. The Project budget is currently estimated at \$1,382,000, which includes plans and specifications, construction, one-year operation and maintenance agreement, change orders, consultant services, miscellaneous expenditures, and County services. The difference in cost is due to an increase in construction costs and design services due to the redesign from a septic system to a sewer connection. Public Works' fair construction cost estimate for the project is \$658,000, including a 10 percent bid contingency.

Following the Board's approval of the recommended appropriation adjustment (Attachment C) \$116,700 will be transferred from the Capital Project No. 89057 to Capital Project No. 89045 to fully fund the Project in the Fiscal Year 2014-15 Fire Accumulated Capital Outlay Fund. There is no impact to net County cost.

The revised Project Schedule and Budget Summary are included in Attachment A.

Operational Budget Impact

We anticipate a reduction in the fire station's operating budget, due to reduced maintenance costs associated with the sewer connection, versus operation and maintenance costs for a new septic system.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract will contain terms and conditions supporting the Board's ordinances and policies, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy No. 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy No. 5.060, Reporting of Improper Solicitations; Board Policy No. 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy No. 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

Applicable law, including the State Public Contract Code, requires the County to award a construction contract to the apparent Lowest Responsive and Responsible Bidder, which refers to the firm that: (1) submits the lowest cost bid; (2) is deemed by the County to be "responsive" to specific criteria under the solicitation, including, but not limited to, licensure, bonding, and insurance requirements; and (3) is determined by the County to be "responsible" bidder by exhibiting the quality, fitness, capacity, experience, and trustworthiness to satisfactorily perform the work required under bid solicitation.

To ensure that the contract is awarded to the apparent Lowest Responsive and Responsible Bidder with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with the County, complaints filed with the contractors State License Board, labor law/payroll violations, and debarment actions. As provided for in Board Policy No. 5.140, the information reported by the bidder will be considered before a contract is awarded.

Per the Board's Civic Art Policy adopted on December 7, 2004, and amended on December 15, 2009, the Project is exempt from the Civic Art Fund as it is an underground, infrastructure project.

ENVIRONMENTAL DOCUMENTATION

On May 21, 2013, the Board found the project's previous scope of work, which consisted of the replacement of the existing septic system, categorically exempt from the provisions of Section 15302(c) of the State CEQA Guidelines and Class 2(e) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. A Notice of Exemption was filed with the Registrar-Recorder/County Clerk.

The revised Project is categorically exempt from the provisions of CEQA in accordance with Section 15303(d) of the State CEQA Guidelines and Class 3(a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, which include construction of new small structures and equipment. The Project consists of the installation of a sewer lateral connection of approximately 750 lineal feet with a rain diversion switch, and is, therefore, within a class of projects that has been determined not to have a significant effect on the environment. In addition, the Project is not located in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

Upon the Board's approval of the Project, Public Works will file a Notice of Exemption for the revised Project with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

CONTRACTING PROCESS

A standard contract, in the form previously approved by County Counsel, will be used for construction. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

As required by the Board, language has been incorporated into the project contract documents stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal Income Tax Law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

Advertising for bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Attachment B).

As required by the Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business with Us" website.

In addition, prospective bidders will be able to download plans and specifications on Public Works' website, free of charge.

Following receipt of bids and award of the consultant services agreement for the preparation of a baseline construction schedule to the apparent Lowest Responsive and Responsible Bidder, Public Works will award a construction contract in accordance with the authority delegated in this Board letter.

The contract requires the contractor to pay its employees applicable prevailing wages in accordance with the California Labor Code.

Participation by Community Business Enterprises (CBE) in the proposed Project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

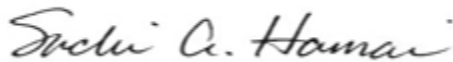
IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the authorized activities. Fire Station 102 will remain operational during the construction of the sewer lateral connection.

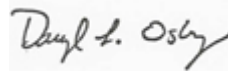
CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office, Capital Programs Division; Fire District; and Public Works, Project Management Division II.

Respectfully submitted,



SACHI A. HAMAI
Interim Chief Executive Officer



DARYL L. OSBY
FIRE CHIEF, FORESTER & FIRE WARDEN

SAH:DLO:TT:BMB
CY:rp

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Internal Services
Public Works

May 5, 2015

ATTACHMENT A

**DEPARTMENT OF PUBLIC WORKS: FIRE DISTRICT
FIRE STATION 102 SEWER IMPROVEMENTS PROJECT
CITY OF CLAREMONT
CATEGORICAL EXEMPTION
APPROVE REVISED BUDGET AND APPROPRIATION ADJUSTMENT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7208; CAPITAL PROJECT NO. 89045
(FIFTH DISTRICT)
(3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Schedule Completion Date	Revised Completion Date
Design Construction Documents Jurisdictional Approvals	12/11/13 05/08/14	04/14/14* 02/05/15*
Construction Bid and Award	09/10/14	07/23/15
Construction Substantial Completion Project Acceptance	03/12/15 05/07/15	02/09/16 03/10/16

* Indicates completed activity.

II.PROJECT BUDGET SUMMARY

Budget Category	Approved Project Budget	Impact of this Action	Revised Project Budget
Land Acquisition	\$ 0	\$ 0	\$0
Construction			
Low Bid	\$ 598,000	\$ 0	\$ 598,000
Bid Contingency (10 percent)	\$ 0	\$ 60,000	\$ 60,000
Change Order (15 percent)	\$ 90,000	\$ 9,000	\$ 99,000
Subtotal	\$ 688,000	\$ 69,000	\$ 757,000
Equipment	\$ 0	\$ 0	\$ 0
Plans and Specifications			
Plans and Specifications	\$ 76,000	\$ 118,000	\$ 194,000
Subtotal	\$ 76,000	\$ 118,000	\$ 194,000
Consultant Services			
Environment Documentation	\$ 20,000	(\$ 20,000)	\$ 0
Geotechnical	\$ 20,000	(\$ 5,000)	\$ 15,000
Topographic Survey	\$ 15,000	(\$ 15,000)	\$ 0
Project Cost Estimating	\$ 10,000	\$ 0	\$ 10,000
Deputy Inspection	\$ 20,000	(\$ 5,000)	\$ 15,000
Project Scheduling	\$ 10,000	(\$ 10,000)	\$ 0
Labor Compliance	\$ 0	\$ 16,000	\$ 16,000
Subtotal	\$ 95,000	(\$ 39,000)	\$ 56,000
Miscellaneous Expenditures			
Printing/Legal Advertisement	\$ 3,000	\$ 0	\$ 3,000
Subtotal	\$ 3,000	\$ 0	\$ 3,000
Jurisdictional Approvals	\$ 15,000	(\$ 7,000)	\$ 8,000
County Services			
Code Compliance and Quality Control Inspections	\$ 65,000	(\$ 5,000)	\$ 60,000
Contract Administration	\$ 20,000	(\$ 2,000)	\$ 18,000
Project Management	\$ 225,000	\$ 5,000	\$ 230,000
Secretarial	\$ 29,000	(\$ 18,000)	\$ 11,000
Document Control	\$ 19,000	(\$ 8,000)	\$ 11,000
Technical Support	\$ 19,000	\$ 2,000	\$ 21,000
Contract Recovery	\$ 2,000	\$ 1,000	\$ 3,000
ISD Countywide Contract Compliance	\$ 10,000	\$ 0	\$ 10,000
Subtotal	\$ 389,000	(\$ 25,000)	\$ 364,000
Total	\$1,266,000	\$ 116,000	\$1,382,000

May 5, 2015

ATTACHMENT B

**DEPARTMENT OF PUBLIC WORKS: FIRE DISTRICT
FIRE STATION 102 SEWER IMPROVEMENTS PROJECT
CITY OF CLAREMONT
CATEGORICAL EXEMPTION
APPROVE REVISED BUDGET AND APPROPRIATION ADJUSTMENT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7208; CAPITAL PROJECT NO. 89045
(FIFTH DISTRICT)
(3 VOTES)**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

OFFICIAL NOTICE

INVITING BIDS

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following project:

<u>SD</u>	<u>PROJECT</u>	<u>BID DOC.</u>	<u>DATE OF BID</u>
		<u>FEE</u>	<u>OPENING</u>
5	Fire Station 102 Sewer Improvements Project	\$75	06/03/15

Copies of the project manual and drawings for the project may be downloaded for free from the Public Works website [http://dpw.lacounty.gov/go/construction contracts](http://dpw.lacounty.gov/go/construction%20contracts); or for \$75, a copy may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine Floor, Alhambra, California 91803, for the fee stated above. For bid information, please call David Asato at (626) 458-2586. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 2 p.m. on June 3, 2015. Bids for the project will be publicly opened, examined, and declared by Public Works at 2:30 p.m. on this date in one of the Main Conference Rooms, 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess at either (1) an active General Engineering, (A) license classification, or an active General Building (B) license classification with an active Plumbing (C-36), Sanitation System (C-42), or Pipeline (C-34) license classification (this may be possessed by a subcontractor to the general) at the time of bid submittal. The contractor should verify to his/her satisfaction that he/she holds the correct license for the project. The contractor and all of its subcontractors of any tier shall be required to pay prevailing wages to all workers employed in the execution of the work of improvement in accordance with the Labor Code Section 1770 et seq. Copies of prevailing rate of per diem wages are on file at the Public Works, Architectural Engineering Division, which shall be made available to any interested party upon request.

PREBID CONFERENCE

The Public Works' Project Management Team will hold a prebid conference/site visit on May 18, 2015, at 10:00 a.m., at the Fire Station 102 located at 2040 North Sumner Avenue, Claremont, 91711-2403 to provide information on the project, bidding process, and answer any questions that the potential bidders may have.

For further directions, please contact Mr. David Asato with the Public Works' Architectural Engineering Division at (626) 458-2586.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical or inconsequential errors and discrepancies in bids submitted in the public's interest.

Americans with Disabilities Act (ADA) Information



Individuals requiring reasonable accessibility accommodations may request written materials in alternate formats, physical accessibility accommodations, sign language interpreters or other reasonable accommodations by contacting our departmental Americans with Disabilities Act Coordinator at (626) 458-4081, from 7:30 a.m. to 5:00 p.m., Monday through Thursday (excluding holidays). Persons who are deaf or hard of hearing may make contact by first dialing the California Relay Service at 7-1-1. Requests should be made at least one week in advance to ensure availability. When making a reasonable accommodation request, please reference PM-3.

Información sobre la Ley de Estadounidenses con Discapacidades (ADA)



Individuos que requieran acomodamiento razonable pueden solicitar materiales escritos en formatos alternativos, acomodamiento físico, intérpretes en lenguaje de señas Americano ú otros acomodamientos razonables comunicándose con nuestro Coordinador Departamental de la Ley de Estadounidenses con Discapacidades al (626) 458-4081, de 7:30 a.m. a 5 p.m., lunes a jueves (excluyendo días festivos). Personas con problemas auditivos pueden comunicarse primero marcando al Servicio de Difusión de California al 7-1-1. Solicitudes pueden hacerse por lo menos una semana antes para asegurar disponibilidad. Cuándo se haga una petición razonable para acomodo, por favor mencione PM-3.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated May 5, 2015.

Specs. 7208

PATRICK OGAWA, ACTING EXECUTIVE
OFFICER OF THE BOARD OF
SUPERVISORS OF THE COUNTY OF
LOS ANGELES

PINK

BA FORM 03/13

BOARD OF
SUPERVISORS
OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT, S. NO. 390-02

DEPARTMENT OF Fire

March 11, 2015

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2014-15

3 - VOTES

SOURCES

FIRE DEPARTMENT
NPDES STATION COMPLIANCE RETROFIT PROGRAM
J13-CP-6014-65033-89057
CAPITAL ASSETS - B & I
DECREASE APPROPRIATION

\$116,000

USES

FIRE DEPARTMENT
FIRE STATION 102 SEPTIC SYSTEM REFURBISHMENT
J13-CP-6014-65033-89045
CAPITAL ASSETS - B & I
INCREASE APPROPRIATION

\$116,000

SOURCES TOTAL: \$

116,000

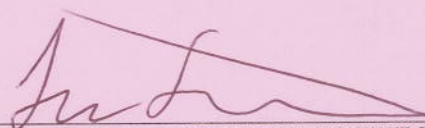
USES TOTAL: \$

116,000

JUSTIFICATION

This appropriation adjustment is needed to fund the Fire Station 102 Septic System Project.

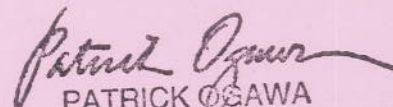
ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES


AUTHORIZED SIGNATURE LES SEIDMAN, ASSISTANT CHIEF, FMD

BOARD OF SUPERVISOR,S APPROVAL (AS REQUESTED/REVISED)

34

MAY 5 2015


PATRICK OSAWA
ACTING EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ---


☐ ACTION

☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO. 166



March 12 20 15

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY


March 12 20 15